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4-20-2009

# Undergraduate Leave of Absence

The College at Brockport, College Senate

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The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK  
College Senate  
350 New Campus Drive  
Brockport, NY 14420-2925

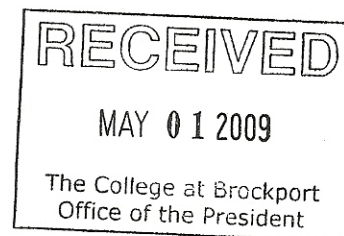
Resolution # 26  
2008-2009  
College Senate

New Resolution: ☐  
Supersedes Res #: #25 2005-2006

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *April 20, 2009*

RE:  $\longrightarrow$  I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For Your Information (*Notice, Request, Report, etc.*)



SUBJ: *Undergraduate Leave of Absence Proposal* (routing #43 08-09 SP)

Signed: *T. M. Rao*  
(*Thambraballi M. Rao, 2008-09 College Senate President*)

Date: *4/23/09*

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: T.M. Rao, The College Senate President

FROM: John R. Halstead, College President

RE:  $\longrightarrow$  I. Decision and Action Taken on Formal Resolution (circle choice)  
a. ☒ Accepted - Implementation Effective Date: Winter Session 2010  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_/\_\_\_\_/\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged \_\_\_\_/\_\_\_\_/\_\_\_\_

b. Comment: \_\_\_\_\_

Signed/ *J. Halstead*  
(*Dr. John R. Halstead, President, The College at Brockport*)

Date/ *5/8/09*

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DEAN(S) COPY: Department Chair(s), Other: \_\_\_\_\_

COLLEGE SENATE COPIES: Originator, College Senate Website, Other: \_\_\_\_\_

**COLLEGE SENATE OFFICE  
RESOLUTION PROPOSAL COVER PAGE**

<b>Routing Number</b> <i>Routing # assigned by Senate Office</i>	<b>#43 08-09 SP</b> <i>Use routing number and title in all reference to this proposal.</i>
<b>Replaces Resolution</b>	<b>#25 2005-2006</b>

**DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

**INSTRUCTIONS** – please, no multiple attachments – each proposal must be submitted electronically as one document.

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines available at [brockport.edu/collegesenate/proposal.html](http://brockport.edu/collegesenate/proposal.html).
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. ([collegesenate/proposal.html](http://collegesenate/proposal.html))
- Email whole proposal with cover page as one attachment to [senate@brockport.edu](mailto:senate@brockport.edu) and [facpres@brockport.edu](mailto:facpres@brockport.edu).
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Undergraduate Leave of Absence Proposal

**2. BRIEF DESCRIPTION OF PROPOSAL:**

To allow new Undergraduate students who are matriculated as of Winter Session and complete a winter session class due to new Federal Financial Aid Guidelines to be eligible for a Leave of Absence.

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** ☒ NO ☐ YES EXPLAIN YES

**4. HOW WILL THIS EFFECT TRANSFER STUDENTS:**

This is will most likely affect Transfer students the most of any population. It will allow new undergraduates who completes credits in Winter Session to be eligible for a Leave of Absence without completing the 1<sup>st</sup> 4 weeks of the Spring semester.

**5. ANTICIPATED EFFECTIVE DATE:**

**6. SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
02/25/09	3/30/09		

**7. SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Deb Birkins	Academic Advisement	2711	dbirkins@brockport.edu

**8. COMMITTEES TO COPY: (Senate office use only)**

<b>Standing Committee</b>	<b>Forwarded For Approval To</b>	<b>Dates</b>
<input type="checkbox"/> Enrollment Planning & Policies	Committee for approval	2/26/09
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	3/30/09
<input type="checkbox"/> General Education & Curriculum Policies *	GED to Vice Provost	
<input type="checkbox"/> Graduate Curriculum & Policies	Senate	4/6/09, vote 4/20/09
<input checked="" type="checkbox"/> Student Policies	College President	4/23/09
<input type="checkbox"/> Undergraduate Curriculum & Policies	OTHER	
<i>* follow special Gen Ed procedures for submission of General Education proposals at "How to Submit Proposals" on our Website.</i>		
REJECTED -WITHDRAWN		

NOTES:

Under the current Leave of Absence Policy, a new Undergraduate student must be at Brockport for 4 weeks before he/she is eligible for a Leave of Absence. Financial Aid Disbursements are divided into 3 times to have aid dispersed: Fall, Spring and Summer. In the past, students were not eligible for Federal Financial Aid in the Winter Session and if they took a class were put into the system as a non-matriculated student for Winter Session.

In response to the need by students to accelerate their degree progress and receive aid for the Winter Session, there has been a change in the Federal Financial Aid procedures, effective January 2009. The Winter Session is now incorporated into the Spring Aid process and hence a student cannot be non-matriculated for Winter Session and then matriculated for Spring. So the college must give new students (primarily transfers) who want to receive Federal Financial Aid, matriculated status for the Winter Session so that it is seen as seamless with the Spring semester. They cannot be matriculated in one session/semester and non-matriculated in the other or they will not be eligible to receive the aid.

I am proposing that the policy be adjusted to allow anyone who has been matriculated as of Winter Session be deemed eligible for a leave of absence without having to complete the first 4 weeks of the spring semester provided they complete the Winter Session. Since the Winter Session and Spring Semester are seen as one for the purposes of Federal Financial Aid, we will need to leave anyone who completes the Winter Session active in the system for spring.

At the present time we are dealing with small numbers; there were 7 new undergraduate students this semester who took Winter Session classes (7 new transfers). It is anticipated that the numbers will grow over time because this was so new and announced so late in the fall semester, there was no time for students or staff to fully prepare for the changes in the Federal Financial Aid policy.

#### **Addition to current policy**

##### **Leave of Absence**

As defined by Brockport, a Leave of Absence is an approved complete withdrawal from a semester, or a period of approved semester(s) off. A Leave has two advantages: it "freezes" your academic requirements, allowing you to retain the requirements in place when you last enrolled. A Leave also allows you to register without being readmitted. All matriculated undergraduates are eligible except:

- students in their first semester at Brockport who have not completed the first four weeks of classes, or
- students who are in their first semester back after an academic dismissal, or
- students who are on final probation (dismissed and reinstated), or students who have been reinstated following a dismissal, or
- **students who matriculated for winter session who did not complete the winter session and did not complete the first four weeks of the spring semester.**

If none of the above situations apply, you may have a Leave of Absence.

A Leave of Absence is good for a maximum of three consecutive semesters. A Leave for part of a semester counts as one semester. Please be aware that students who earn no credits at Brockport for three consecutive semesters (by any combination of not enrolling, failing, or withdrawing) and are not registered in the fourth semester will be given Inactive Status. This is regardless of Leave status granted previously.

As a student on a Leave, you are still matriculated at the College, and therefore, are allowed to meet the degree requirements in effect when you last attended. If your Leave expires, you must apply for readmission, and meet any new admission or degree requirements in place when you return to the College. See [www.brockport.edu](http://www.brockport.edu) for information.